

221

BULLETIN OF UNDERGRADUATE STUDIES

1976-1978



ADMISSION REGULATIONS
&
GENERAL ACADEMIC RULES

OFFICIAL REGISTER OF THE UNIVERSITY OF LOWELL

BULLETIN OF UNDERGRADUATE STUDIES

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Prospective applicants for admission will find it helpful to first refer to sections of this publication regarding the general policies of the University concerning admission requirements and academic rules and then refer to the individual catalogue of the college to which they seek admission.

The rules and regulations published in this bulletin were in effect at the beginning of the 1976-1977 academic year and are subject to change through established procedures of the University. Changes in academic rules and regulations are effective at the beginning of the academic year following their adoption. Administrative regulations are subject to change without advance notice and are effective immediately upon adoption should authorities responsible for the development of such policies determine immediate implementation to be necessary. Published fees and tuition charges are effective for September, 1976, and are subject to change without notice by the Board of Trustees of the University of Lowell.

The University of Lowell is an Equal-Employment, Affirmative-Action University. The University does not discriminate in admissions or employment on the basis of sex in compliance with Title IX. Any inquiries concerning Title IX should be directed to the Title IX Coordinator or the Director of the Office of Civil Rights.

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UNIVERSITY CALENDAR, 1976-1977

FALL SEMESTER, 1976

September	1	Wednesday	Late Registration
	6	Monday	Labor Day (University Closed)
	7	Tuesday	Fall Classes Begin
			Drop-Add Period Begins
	17	Friday	Last Day for Instructors to Publish Course and Attendance Requirements
	20	Monday	Last Day for Students to Add a Course, to Change Sections Within a Course, and to Change Enrollment Status from Audit to Credit or from Credit to Audit and from "Pass-No Credit" to Letter Grade or from Letter Grade to "Pass-No Credit"
			Last Day for Students to Drop a Course Without Record
	30	Thursday	Last Day for Students to Complete Work for Incomplete Spring Semester (1976) Courses
October	1	Friday	Last Day for Students Anticipating Completion of Degree Requirements in Fall Semester to File Programs of Study with College Deans
			Inauguration Day — Classes End at 10:00
	7	Thursday	Last Day for Faculty to File Grades for Incomplete Spring Semester (1976) Courses
			Last Day for Faculty to File Change of Course Grades for Spring Semester (1976) Courses
	11	Monday	Columbus Day (University Closed)
	25	Monday	Mid-Semester
November	1	Monday	Last Day for Suspended Students to File for Spring Semester 1977 Probationary Status
			Last Day for Students to File Spring Semester (1977) Petitions for Intercollegiate Transfer within the University
			Last Day for Students to File Spring Applications for Education Programs (Elementary Education, Health Education, Music Education, and Secondary Education)
	2	Tuesday	Last Day for Students to Drop Courses Without Penalty (With Course Notation of "W")

	10 Wednesday	Thursday Schedule
	11 Thursday	Veterans Day (University Closed)
	24 Wednesday	Thanksgiving Recess Begins at 6:00 pm
	29 Monday	Classes Resume
December	7 Tuesday	Last Day' for Faculty to Administer Examinations Prior to Final Examination Period
	14 Tuesday	Last Day of Classes
	15 Wednesday	Fall Examinations Begin
	18 Saturday	Fall Examinations Scheduled
	21 Tuesday	Fall Examinations End
	22 Wednesday	Winter Recess Begins Dormitories close 10:00 A.M.
	23 Thursday	Last Day for Faculty to File Fall Semester Grades

SPRING SEMESTER, 1977

January	11 Tuesday	Registration Begins
	14 Friday	Registration Ends
	17 Monday	Spring Classes Begin
	21 Friday	Last Day for Instructors to Publish Course and Attendance Requirements
	28 Friday	Last Day for Students to Add a Course, to Change Sections Within a Course, and to Change Enrollment Status from Audit to Credit or from "Pass-No Credit" to Letter Grade or from Letter Grade to "Pass-No Credit"
February	7 Monday	Last Day for Students to Drop a Course Without Record Last Day for Students to Complete Work for Incomplete Fall Semester (1976) Courses
	14 Monday	Last Day for Students Anticipating Completion of Degree Requirements in Spring Semester (1977) to File Programs of Study with College Deans Last Day for Faculty to File Grades for Incomplete Fall Semester (1976) Courses Last Day for Faculty to File Change of Course Grades for Fall Semester (1976) Courses
	21 Monday	Washington's Birthday (University Closed)
March	22 Tuesday	Monday Schedule
	9 Wednesday	Mid-Semester
	11 Friday	Spring Recess Begins at 6:00 pm
	21 Monday	Classes Resume Last Day for Students to Drop Courses Without Penalty (With a Course Notation of "W")

April	1 Friday	Last Day for Suspended Students to File for Fall Semester (1977) Probationary Status
		Last Day for Students to File Fall Semester (1977) Petitions for Intercollegiate Transfer Within the University
		Last Day for Students to File Applications for Education Programs (Elementary Education, Health Education, Music Education, Secondary Education)
	18 Monday	Patriot's Day (University Closed)
	28 Thursday	Last Day for Faculty to Administer Examinations Prior to Final Examination Period
	28 Thursday	Friday Schedule
	29 Friday	University Day (No Classes)
May	6 Friday	Last Day of Classes
	7 Saturday	Spring Examinations Begin
	14 Saturday	Spring Examinations End
	15 Sunday	Dormitories Close for Non-Graduating Students
	16 Monday	Last Day for Faculty to File Spring Semester Grades
	22 Sunday	University Commencement Dormitories Close for Graduating Students



UNDERGRADUATE ADMISSION POLICIES

UNDERGRADUATE DEGREE PROGRAMS

Undergraduate degree programs are offered by the Evening School of Continuing Education and the Colleges of Education, Engineering, Health Professions, Liberal Arts, Management Science, Music, and Pure and Applied Sciences. Programs of the Evening School of Continuing Education are offered for part-time students only. A student who is enrolled in a degree program of the University or who pursues course work in the College of Education, the College of Health Professions, the College of Liberal Arts, or the College of Pure and Applied Sciences with the stated intention of pursuing a degree program is said to be matriculated.

Applicants who are not certain of their choice of major may apply for admission to the College of Health Professions, the College of Liberal Arts, or the College of Pure and Applied Sciences as “undeclared” students. Students who are interested in the health professions but have made no decision concerning a specific health, medical technology, or nursing major should apply to the College of Health Professions for admission to the core curriculum as “undeclared” students. Students who are interested in areas of the humanities or the behavioral and social sciences should apply to the College of Liberal Arts. Students who are interested in technological areas, or in the sciences and mathematics should apply to the College of Pure and Applied Sciences.

Programs of the School of Continuing Education

- Business Administration (with options in Accounting,
Data Processing, and Banking)
- Applied Chemistry
- Civil Engineering Technology
- Electronic Engineering Technology
- Industrial Engineering Technology
- Applied Mathematics
- Mechanical Engineering Technology
- Plastics Engineering Technology
- Public Service (with options in Corrections
Administration and Police Science)
- Scientific Data Processing

Programs of the College of Education

- Art Education
- Elementary Education
- Secondary Education

Programs of the College of Engineering

- Chemical Engineering (with Paper option available in senior year)
- Civil Engineering
- Electrical Engineering
- Industrial Technology

Mechanical Engineering
Nuclear Engineering
Plastics Technology

Programs of the College of Health Professions

Health Education
Health Services Administration
Medical Technology
Nursing
Undeclared

Programs of the College of Liberal Arts

American Studies
Art
English
French
History
Modern Languages
Philosophy
Political Science
Psychology
Sociology
Spanish
Undeclared

Programs of the College of Management Science

Business Administration (with options in Accounting, Economics, and
Economics Management)
Industrial Management

Programs of the College of Music

Music
Music Education
Musicology
Music Theory
Performance

Programs of the College of Pure and Applied Sciences

Biological Sciences
Chemistry
Environmental Science
Mathematics
Meteorology
Physics
Radiological Health Physics
Undeclared

GENERAL ADMISSIONS POLICIES

Admission to the University of Lowell is made only through the Office of Admissions and in accordance with the following policies. Specific admission status as a non-matriculating student is granted only under provisions governing programs for talented high-school seniors and students who are matriculating for degrees at other baccalaureate institutions. Students who are admitted to the University for the purposes of matriculating for a degree offered by the University of Lowell are not admitted with "conditions." Preference for admission to degree programs which are offered by colleges of the University is granted to full-time matriculating students. When resources of a college render it necessary to establish limitations upon specific program enrollments, differential admission criteria above and beyond minimum University requirements will be applied.

Throughout the admissions process, each applicant is evaluated on the basis of his or her individual promise as a student and as a person. Recognition is given to honor courses in evaluating high-school grades. Through admission interviews and school reports, the Office of Admissions seeks information concerning the whole range of interests and accomplishments of applicants. Whether these be artistic, athletic, dramatic, literary, musical, scientific, or a variety of other talents, the Office of Admissions seeks promising students whose presence on the campuses of the University will be mutually enriching. Strength of character, perseverance, and maturity are highly desired, especially as they give indications of the leadership potential so vital to those professions for which the University of Lowell prepares.

It is the policy of the University of Lowell that students seeking admission will be evaluated on their merits without respect to their race, color, creed, national origin, age, or sex, as prescribed in applicable federal and state law. The University of Lowell makes a special attempt to attract students from various racial backgrounds in disadvantaged environments.

The University of Lowell operates on a rolling admission plan. An applicant who has been approved for admission to the University is required to make a \$50.00 non-refundable deposit on tuition within thirty days of the date of the official acceptance letter. An applicant who fails to make the required deposit within the specified period will be dropped from the list of accepted applicants.

APPLICATION PROCEDURES FOR MATRICULATING STUDENTS

Application Procedures for Graduating High School Seniors and High School Graduates

Graduating high-school seniors and high-school graduates who wish to be admitted to the University as matriculating students should (1) complete prior to April 1 the application form of the University of Lowell, (2) request high-school principals or guidance directors to forward to the Office of Admissions transcripts of secondary school grades -- including grade

reports for at least the first quarter of the senior year, (3) complete the College Board Student Descriptive Questionnaire, and (4) arrange to take the College Entrance Examination Board Scholastic Aptitude Tests. Detailed information concerning the College Entrance Examination Board tests and the dates throughout the year on which they will be given may be secured from the Office of Admissions of the University of Lowell, high-school principals or guidance directors, or the Educational Testing Service (Princeton, New Jersey). Special information is provided in the following sections concerning required aptitude examinations for applicants to music programs and satisfaction of departmental language requirements through the Foreign Language Achievement Tests of the College Entrance Examination Board. Following receipt of application forms, transcripts of high-school records, and scores of the Scholastic Aptitude Tests, the Office of Admissions may arrange appointments for personal interviews of applicants.

The responsibility for having all credentials forwarded to the University of Lowell rests solely with the applicant. Correspondence from students who may need assistance in adapting their high-school programs to satisfy specific requirements of the University is welcomed. Such correspondence should be addressed to the Office of Admissions, University of Lowell, Lowell, Massachusetts 01854. Requests for application forms should be directed to the same office.

Secondary School Preparation

The University desires applicants to present course work which has been undertaken within college preparatory curricula but does not prescribe specific course work except as specified below for specialized and professional curricula.

For admission to courses of study in pure and applied sciences, engineering, plastics technology, and industrial management, applicants must have completed the following units of secondary school study:

Algebra (quadratics and beyond)	2 units
Plane Geometry	1 unit
Trigonometry	$\frac{1}{2}$ unit
English	4 units
American History	1 unit
Chemistry (including laboratory)	1 unit
or	
Physics (including laboratory)	1 unit

Preference is given to applicants offering both chemistry and physics. Those applicants who do not offer both chemistry and physics are urged to correct this deficiency in summer school prior to admission. Applicants may also offer credit in such elective subjects as languages, history, mechanical drawing, social studies, and other sciences.

Applicants who desire to major in English or history are advised to present two units of course work in a single classical or modern foreign language. Students who wish to major in health, medical technology, and nursing are advised to present biology and chemistry as part of their secondary school

course work. Students intending to major in French, modern languages, or Spanish are advised to present four units of high school course work in their intended language.

The following is a suggested pattern of high-school courses for students who wish to apply to programs other than those which have been specified above:

English	4 units
Mathematics (College)	2 units
American History and Social Studies	2 units
Laboratory Science	1 unit
Electives	7 units

Required Admissions Examinations

Applicants for admission to the University as matriculating students are required to take the Scholastic Aptitude Tests of the College Entrance Examination Board during the period from April of the Junior year to March of the Senior year. Achievement Tests are not required for admission, but the University may advise accepted students to take Achievement Tests of the College Entrance Examination Board, tests of the College Level Examination Program (CLEP), or departmental examinations for purposes of placement or advanced standing with credit. Students who wish to apply for music programs are required to achieve satisfactory scores on written tests of musical aptitude and basic music theory which are developed and administered by the College of Music. Such students are also required to demonstrate their vocal or instrumental ability during a jury examination before a committee of music instructors. Music aptitude and performance tests are given by the College of Music on four different occasions during the academic year. Applicants will not be invited to take the special music tests at the University until all their credentials have been approved by the Office of Admissions.

Applications Procedures for International Students

Applicants who are residents of foreign countries are required to comply with those procedures specified above for graduating high-school seniors and are urged to have transcripts of their secondary school and/or college records, as well as all other application materials, submitted *in English* no later than twelve months in advance of their expected date of admission. All international students should have considerable facility in speaking and writing English and should have financial resources sufficient for their years of study at the University. Students whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). Students are responsible for making arrangements for taking this test and should address inquiries to: TOEFL, Educational Testing Service, Princeton, New Jersey 08540, U.S.A. The completed application form should be returned to the Testing Service at Princeton well in advance of the application deadline. The test fee, which should be remitted with the application, entitles the student to have his test score sent to three different institutions. Registration for the Test of English as a Foreign Language does not constitute application for admission to the University of Lowell. *The Bulletin of Information*, obtainable without charge, contains a

description of the test as well as rules regarding application, fees, reports, and the conduct of the test; lists of examination centers, examination dates; and an application blank. On the application for the test, the student should specify that his score be sent to the Office of Admissions, University of Lowell, Lowell, Massachusetts 01854. In addition to the TOEFL, an admitted student may be required to report to the Admissions Office to make arrangements for taking an English placement test for foreign students prior to registration. Results of this test may determine the courses for which the student will be permitted to register in his program of study.

Application Procedures for Non-Graduates of High Schools

Applicants who have not graduated from high school may be admitted to the University upon satisfactory completion of the General Educational Development tests and receipt of a certificate of high-school equivalency. Such students are required to take the Scholastic Aptitude Tests of the College Entrance Examination Board prior to their application and to present scores which are acceptable to the University. Admissions procedures for students possessing certificates of high-school equivalency are the same as those which are prescribed for graduating seniors and high-school graduates.

Application Procedures for Transfer Students

In general, the University of Lowell will accept on an hour-for-hour basis credit as shown on official transcripts of record which are received directly from other accredited collegiate institutions and which are applied to an initial baccalaureate degree. Students who are interested in transferring credits for an additional baccalaureate degree should inquire concerning special admission requirements. In all cases, the transferred credit accepted by the University does not guarantee admission to professional programs for which specific admission standards and quotas have been established.

It is the responsibility of the student seeking transfer for arranging with the institution in which his previous work was completed to forward to the Office of Admissions of the University no later than May 1 for fall semester admissions or November 15 for spring semester admissions an official transcript of his total academic record. Students who fail to comply with this regulation will not be permitted to register for courses at the University.

Preference for admission to the University is based upon the record of each individual transfer applicant as of the end of the semester preceding admission. All existing transfer credits must be presented to the University at the time of application for transfer, and under no circumstances will the University consider course work undertaken by the student prior to admission which is presented after his transfer to the University. The transfer applicant must have completed an associate degree program or must be eligible to return to the last previously attended institution for the semester in which he seeks admission to the University. A student who has been academically dismissed will not be considered for admission. An applicant who has attended one or more institutions must request each registrar to mail directly to the Office of Admissions a transcript of his record even though credits were not earned or credits are not presented for transfer. An

applicant who has fewer than 30 semester credits of acceptable courses ("C" or better for students transferring from baccalaureate institutions and associate institutions which are not signatories of the Massachusetts Transfer Compact) must request that his high-school record and College Entrance Examination Board test scores be sent to the Office of Admissions.

The University of Lowell has affirmed its intention to maintain flexibility in the transfer of qualified students of the Commonwealth of Massachusetts. For the implementation of this objective, the University of Lowell has subscribed to the Massachusetts Transfer Compact.

Compact Specifications

Signatory institutions of higher education in the Commonwealth of Massachusetts will honor this policy and adhere to the following:

1. Definition of an associate degree transferable as a unit (contingent upon acceptance for admission) toward a baccalaureate degree as the equivalent of 60 hours of undergraduate college level study, including:
 - a. 6 hours of English / communication
 - b. 9 hours of behavioral / social sciences
 - c. 9 hours of humanities / fine arts
 - d. 9 hours of mathematics / sciences
 - e. the remaining credit to be on the college level
2. The awarding, upon acceptance, of the full number of credits earned while enrolled in the associate degree program.
3. Continuous review and evaluation of the implementation of this policy and referral to the Massachusetts Transfer Review Council of problems related to student mobility.

Clarifications

1. Students changing programs (e.g., liberal arts to engineering) may expect that it will require more than four semesters to complete the sequence of a new major.
2. "D" credit will be accepted toward the baccalaureate degree, but a receiving institution is required to apply "D" credit toward a major only if it does so for "native" students, that is, students who enrolled in the four-year institution as freshmen.
3. This unit transfer policy will accomplish the twin objectives of (1) providing unlimited opportunities for instructional and curricular flexibility in the two-year college sector, and (2) assigning to each two-year college full responsibility for meeting standards of equivalence for all programs submitted as transferable.
4. Course credit for transfers from programs not conforming to Compact specifications will be evaluated by the receiving institution according to the applicability of those courses to the baccalaureate program in the major field of the student.

Courses completed at non-public institutions which are not accredited by the major regional accrediting associations may not be credited to degree programs of the University. Nor may courses be credited to baccalaureate programs of the University which were completed through extension or adult-enrichment programs or post-secondary school diploma programs, which have been taken more than ten years prior to the date when a student applies for transfer, or which are unacceptable to the transfer institution for its associate or baccalaureate programs. However, such competencies as may have been achieved by a student through courses which are unacceptable for transfer may be recognized by the University through procedures for advanced placement with course credit through examinations.

A student who presents no more than 60 semester hours of credit for transfer to the University and who wishes to undertake authorized off-campus course work during the summer prior to his admission may do so subject to the regulations in effect for matriculating students of the University. Students who are interested in undertaking such summer course work should write to the Office of Admissions for established procedures and deadlines.

APPLICATION PROCEDURES FOR NON-MATRICULATING STUDENTS (SPECIAL STUDENTS)

Admission as a non-matriculating student is granted only within the provisions governing programs for talented high-school seniors and students who are matriculating for degrees at associate or baccalaureate institutions. Applicants for admission to the University as non-matriculating students are not required to submit credentials which are specified for the admission of matriculating students. Such students, however, are required to file an admission's application and such specific credentials as are cited below.

Admission is extended to non-matriculating students for a period of one semester only and solely for courses designated at the time of application. A student who wishes to continue his enrollment as a non-matriculating student must apply each semester to the Office of Admissions. Readmission to the University is ordinarily granted to such a student when the following conditions are satisfied: (1) the student has satisfactorily completed his previously attempted courses, (2) the original condition under which he initiated non-matriculating studies permits continued enrollment, and (3) commitments of the University to matriculating students permit enrollment of non-matriculating students.

Programs for Talented High-School Seniors

Under certain specified conditions, talented high-school seniors are permitted to enroll in the University as non-matriculating students. To qualify for such studies, high-school seniors must be recommended by their principals as students who are sufficiently mature to complete their proposed courses of study. Each case of a non-matriculating high-school senior is considered individually on its own merits, and the Office of Admissions and the departments offering the courses desired by the student must concur with the high-school principal's recommendation. Application

for admission under the provisions of policies for non-matriculating high-school seniors should be submitted to the Office of Admissions according to the schedule established specifically for this purpose. Grades and course credits will be recorded on the permanent record card of the student for all attempted course work in accordance with the grading system of the University and will appear on any official transcript issued to or for him. In the event that a student who has completed courses at the University under the policies for non-matriculated courses is accepted as a matriculating student, all satisfactorily completed courses will be credited to degree programs of the University, subject to the regulations of the College in which the student is subsequently enrolled.

Programs for Students Matriculated at Other Colleges and Universities

Students who are matriculants for degrees at associate or baccalaureate institutions may be admitted to the University to pursue specifically authorized courses. Such students are admitted to the University on a semester by semester basis and must secure prior approval for University courses from appropriate authorities at institutions where their degrees will be granted. Permission to enroll in courses of the University will not be granted without a letter from an appropriate officer of the institution in which the student is matriculating which certifies that the student is a candidate for a degree and is in good academic standing. Courses of a professional nature may not be elected by non-matriculating students of the University unless specifically authorized by the appropriate college dean.

ADVANCED PLACEMENT WITH COURSE CREDIT THROUGH EXAMINATIONS

Students entering the University as freshmen or as transfer students may elect to challenge courses through the general and/or subject examinations of the College Level Examination Program (CLEP), the Advanced Placement Examinations of the College Entrance Examination Board, Foreign Language Achievement Tests of the College Entrance Examination Board, and foreign language achievement tests administered by the Department of Languages of the University. Advanced placement with credit is granted to entering students who demonstrate college-level proficiency through established procedures. University departments reserve the right to refuse the granting of credit by examination for those courses which are presented by a student for his major.

College Level Examination Program

General Examinations

Students may be granted university credit as specified below for general examination scores of "500" or better. It should be noted, however, that general examination credits may not be applied to a student's degree requirements when a general examination is cognate with the student's academic major(s).

English Composition	6sh	English Composition
Mathematics	6sh	Mathematics and Sciences
Natural Sciences	6sh	Mathematics and Sciences
Social Sciences	6sh	Behavioral and Social Sciences
Humanities	6sh	Fine Arts and Humanities

Subject Examinations

Students may be granted university credit for subject examinations of the College Level Examination Program when they have achieved scores which are on or above the “C” grade level.

Advanced Placement Examinations of the College Entrance Examination Board

Students may be granted university credit who have demonstrated college level proficiency through Advanced Placement Examinations of the College Entrance Examination Board. University credit will be given for scores of “5”, “4”, and “3”. Credit will not be given for scores of “2” or “1”.

Foreign Language Achievement Tests of the College Entrance Examination Board

University credit is granted upon the recommendation of the Department of Languages to students who have demonstrated satisfactory language competency through the Language Achievement Tests of the College Entrance Examination Board. University credit on the intermediate course level will be given to students achieving scores of “550” or better. Such credit will satisfy any language proficiency requirement specified for students by their major departments.

Foreign Language Achievement Tests Administered by the Department of Languages

University credit is granted to entering students who have demonstrated satisfactory language competency through reading examinations in foreign languages which have been administered by the Department of Languages. College credit on the intermediate level will be given to students achieving satisfactory scores in tests of foreign languages which are offered by the University of Lowell. Such credit will satisfy any language proficiency requirement specified for students by their major departments.

Course Credit Limits Through Equivalency and Transfer Procedures

The maximum number of credits which may be granted to any student through course equivalency procedures and course transfer is 90 semester hours. Under no circumstances will duplicating examination credit be granted to students who present formal course work for transfer. Nor will examination credit be granted to transferring seniors for the purposes of reducing the senior residency requirement.

READMISSION PROCEDURES FOR MATRICULATING STUDENTS

The University does not grant leaves of absence to students who wish to interrupt their baccalaureate studies. Accordingly, students who have withdrawn from the University (or from Lowell State College and Lowell Technological Institute) and who seek readmission must file an application for readmission with the Office of Admissions. Individuals who were students in satisfactory academic standing prior to their withdrawal are automatically readmitted to the University. When resources of a college render it necessary to establish limitations upon enrollments in specific college curricula, differential admission criteria above and beyond minimum program requirements will be applied. Accordingly, students who seek readmission to the University are warned that limitations of special programs may delay or prohibit resumption of their previous studies.

Students who have been absent from the University for two or more continuous semesters are subject to the rules and regulations of the University which are in effect at the time of their readmission rather than at the time of their original admission. Students are not automatically reinstated when they have been absent from the University (or Lowell State College and Lowell Technological Institute) for periods exceeding ten years. Course work which has been completed at the University (or at Lowell State College and Lowell Technological Institute) prior to ten years of the date of readmission is generally recognized only through those examination procedures described in the policy statements for course equivalency. Such course work may also be evaluated on an individual basis by the Academic Standards Committee of the college in which the student desires to reestablish his matriculation. Students who wish to have such course work evaluated by the Committee prior to readmission must present their cases in writing to the Committee no later than November 1 for Spring Semester readmission and April 1 for Fall Semester readmission. A student who has been suspended from the University (or Lowell State College and Lowell Technological Institute) for unsatisfactory academic standing may apply for readmission only within the regulations which govern readmission as a probationary student.

VETERANS INFORMATION

ELIGIBILITY REQUIREMENTS

The Veterans Administration has approved the University of Lowell for undergraduate study. A student eligible for veterans training must take his honorable discharge to the Veterans Administration (Kennedy Memorial Building, Government Center, Boston, Massachusetts) where he will receive a certificate of eligibility to be presented to the University of Lowell. Upon receipt of this certificate, the University will notify the Veterans Administration to initiate monthly payments to the student. Veterans who are registered for 12 or more semester credits are paid for full-time training; for 9-11 semester credits, three-quarter time training; and for 6-8 semester credits, half-time training.

A citizen of Massachusetts who is defined as a "Vietnam Veteran" and whose service is creditable to the Commonwealth may be issued a certificate of tuition exemption if he is enrolled in the University as a full-time student. Certificates must be renewed annually prior to the beginning of each academic year, are in effect only during such time as the student remains in good standing at the University, are limited to a period of study which may not exceed four years, and are issued during an eight-year period from the date of discharge or release from active service. In order to receive a certificate of tuition exemption, an eligible veteran must present his discharge papers at the Office of the Adjutant General, State House, Boston, Massachusetts, and must provide the Office of the Registrar, University of Lowell, with a certificate of eligibility.

A veteran who is entering the University for the first time is required to pay the application and acceptance fees within the period designated on the application form for admission. The acceptance fee of \$50.00 is refundable, upon request, after the certificate of tuition exemption has been issued by the Office of the Registrar. The applicaiton fee of \$10.00 is not refundable. Tuition exemptions do not cover fees of the University.

Inquiries directed to the University concerning veterans affairs should be addressed to Mr. Frank Duggan, Office of the Registrar, University of Lowell, Lowell, Massachusetts 01854.

ATTENDANCE REQUIREMENTS

In compliance with the requirements of the Veterans Administration, all recipients of Veterans benefits, *including eligible children of veterans*, must certify their attendance at the University by the following procedures, subject to the penalty of perjury.

On the first Monday of each month or on the following day, if Monday is a holiday, each recipient will be required to register attendance at the office of the dean of his or her college on a list which will be kept at that office. The procedure will be repeated on the third Monday, or the following day if Monday is a holiday. All changes in status of the recipient must also be reported, and there will be an appropriate space on the reporting form for this purpose. Such changes will be reported to the Office of the Veterans Administration.

Failure to register, as specified, will be reported immediately to the Registrar who will personally contact the student. If no satisfactory response is elicited for failure to register within one week of the reporting date, or if it is impossible to reach the student at his or her official residence, the Registrar will inform the Office of the Veterans Administration that the University is unable to certify student attendance.



UNDERGRADUATE ACADEMIC POLICIES

UNIVERSITY REQUIREMENTS FOR BACCALAUREATE STUDIES

All baccalaureate candidates are required to obtain 2.00 ("C") cumulative averages in their total courses of study, to present a minimum of 120 semester hours of course credits (exclusive of credits earned in fulfilling the Physical Activities Requirement), to fulfill the residency requirement of one year of full-time study (not less than thirty semester credits), to conform to the general regulations and requirements of the University, to satisfy the regulations and academic standards of the colleges which exercise jurisdiction over the degrees for which they are matriculating, to satisfy the curriculum requirements established by the departments or programs in which they are majoring, and to complete the following core requirements of 35 semester credits.

University Core Requirements

1. Physical Activities Requirement (2 semester credits)

All students must successfully complete one year of supervised physical activity. Students who fail to satisfy the requirement of the physical activities program by the end of the freshman year must repeat failed courses until such time as they have passed them. Grades for physical activities courses are awarded on a "pass-no credit" basis ("P" or "NC") and are not computed in cumulative averages. Students who have not passed the physical activities requirement by the end of their senior year are advised that graduation will be denied until such time as the requirement is satisfied. Students who are veterans may at their option be excused from the physical activities requirement. Students who are physically unable to participate in strenuous exercise may be excused from the activity requirement upon written confirmation of their condition by a physician.

2. English Composition Requirement (6 semester credits)

All students must pass a sequence of two courses totaling six semester credits in English Composition (normally to be taken during the freshman year) unless they are specifically exempted in whole or in part by the English Department on the basis of a written proficiency examination.

3. Area Distribution Requirements (27 semester credits)

All students must select and pass a minimum of nine courses and twenty-seven semester credits outside their major departments* in three basic areas of the liberal arts and sciences. A minimum of two courses and six semester credits

*Students pursuing double majors within the departmental areas enumerated below are required to complete the Area Distribution Requirements outside *one* of their two major departments.

must be presented in *each* of the three areas and an additional three courses and nine semester credits must be presented from *among* the three basic areas. In fulfilling the Area Distribution Requirements, students may not present more than three courses and nine semester credits from the offerings of any one department (except that they may not present more than two courses and six semester credits from the offerings of the English Department) and may not present more than four courses and twelve semester credits in any one distribution area.

Area I

Behavioral and Social Sciences

Economics, Geography (non-laboratory courses), History, Political Science, Psychology, and Sociology

Area II

Fine Arts and the Humanities

Art, English (excluding EN 101 and 102), Languages, Music, and Philosophy

Area III

Mathematics and the Sciences

Astronomy, Biology, Chemistry, Earth Sciences (Geography laboratory courses, Geology, Meteorology), Mathematics, and Physics

Residency Requirement

A candidate for a baccalaureate degree of the University of Lowell must complete one year of full-time study at the University (not less than 15 credits each semester) or its equivalent in part-time studies (30 semester credits). Students transferring to a degree program of the University at the beginning of their senior year must complete at least nine semester credits of regular course work within their major departments. Certain degree programs and/or Colleges within the University may have additional or specific requirements in excess of this minimum. Students who have entered the University as freshmen and who have completed three years of full-time study at the University may be permitted to complete their senior year at another accredited baccalaureate institution under the regulations governing authorized off-campus study.

BACHELOR OF ARTS DEGREE

Curricula leading to the Bachelor of Arts degree are designed to provide a broad, comprehensive education with many options for developing major and minor programs. These options are specified by each of the colleges offering Bachelor of Arts degree programs and are sufficiently flexible to satisfy the individual needs of students while also providing sufficient preparation in the major field for subsequent specialization at the graduate

level or for state certification of public school teachers. Major fields in which the Bachelor of Arts degree is presently offered are as follows.

College of Education

Art Education
Elementary Education
Secondary Education

College of Management Science

Economics

College of Music

Music Concentration

College of Pure and Applied Sciences

Chemistry

Environmental Sciences

College of Liberal Arts

American Studies
Art
English
French
History
Modern Languages
Philosophy
Political Science
Psychology
Sociology
Spanish

The requirements for majors are set by university departments or interdisciplinary committees but must specify a minimum of 30 semester credits. Although students may not be required to take more than 45 semester credits in the major field, they may elect to take additional courses in the major field beyond the specified required maximum. At least 15 credits in the major field must be taken at the upper-division course level. Bachelor of Arts degree programs require a minimum of 75 semester credits outside the major field, except as specified by the following provisions concerning second majors.

A student may elect a second major when policies of the college in which he is matriculating for the Bachelor of Arts degree permit, but he may not count more than 63 credits in the two majors combined toward the minimum degree requirement of 120 credits. Students who present more than 63 credits in the two majors combined may not present less than 57 semester credits outside the two major fields in satisfying the minimum degree requirement of 120 credits. Accordingly, students who present more than 63 credits in the two majors combined must present a number of credits beyond the minimum degree requirement of 120 credits which is equal to the number of credits by which they exceed the combined major credit maximum.

The requirements for minors are established by University departments or by interdisciplinary committees. No minor program may consist of less than 18 semester credits in the minor field nor more than 24 semester credits. At least 6 credits must be completed at the upper-division course level for all minor studies. Students are advised that an aggregation of courses which total 18 or more credits does not constitute a minor field. Specific options for minor programs will depend on the major field which a student has elected to pursue and collateral course requirements which have been specified by major departments.

Credits for each course may be counted only once in a student's bac-

calureate program of studies and may not be counted for more than one of the following categories of the program of studies: the major field, the minor field, the University Core Requirements, and unrestricted elective courses. A course which is specified as a requirement for both a student's major and minor will satisfy both requirements, as stated, but course credits may be counted for the major only. A course which is specified as a common prerequisite for several courses will satisfy all prerequisite requirements, as stated, but course credits may not be counted more than once and may be applied to one category of a student's program of studies only.

Although the University does not require language proficiency for the Bachelor of Arts degree, each Faculty having jurisdiction over specialized program areas has the prerogative of specifying a level of language proficiency as a collateral requirement for major fields. Students who are required to evidence intermediate proficiency as a collateral requirement of their major fields and students who desire to present official evidence of language proficiency for purposes of employment or application to graduate schools may satisfy the expectation of the University for intermediate language proficiency through any one of the options cited below:

- a. a score of "550" or above on a College Entrance Examination Board Achievement Test;
- b. a score of "3" or above on a College Entrance Examination Board Advanced Placement Examination;
- c. a satisfactory score in a proficiency test prepared and administered by the Language Department of the University of Lowell (preferably during the student's freshman year) and covering a reading knowledge of any one of the following languages: French, German, Greek, Italian, Latin, or Spanish;
- d. passing two semester courses on the intermediate, second-year college level in a language previously studied in the secondary school and offered by the University of Lowell; or
- e. passing a minimum of 12 semester credits in one language, the study of which is initiated at the University of Lowell.

The University does not require students pursuing the Bachelor of Arts degree to declare their major fields until the end of their sophomore year, but an early decision by students will greatly facilitate the selection of appropriate prerequisite courses for major fields and accordingly will reduce the possibilities of time-consuming errors in judgment. A student who makes no declaration of major prior to the end of the sophomore year is listed as an "undeclared" student for his first two years. Students who anticipate applying for professional programs in education should carefully review the prerequisite course requirements and admission standards for these programs and should not delay declaration of major fields beyond the second semester of the freshman year. Students contemplating major studies in chemistry or environmental sciences should initiate prerequisite course work immediately upon entrance to the University and should make

a declaration of major field at this time or prior to the end of the freshman year. Additional course work beyond the minimum degree requirements and extension of the normal four-year period of study may be expected when students make a later declaration of major or change their major programs later than the first semester of their sophomore year.

Once a student has begun a program of major studies, he may change his major field only in accordance with established University regulations and procedures. Such changes are also subject to college regulations concerning major fields and program options. Students who make substantial changes in their plans of study after the beginning of the sophomore year, regardless of major, will ordinarily find it impossible to complete degree requirements within the normal four-year period of study and may also find it necessary to redesignate their choice of degree.

BACHELOR OF SCIENCE DEGREE

The Bachelor of Science degree is designed to provide students with a specialized education in one or more of the basic sciences or in technological and management areas. Bachelor of Science degree programs generally have been determined by the requirements of specific career objectives and often are subject to the recommendations of professional associations. Course requirements for such professional programs as engineering are specified in terms of fixed curricula and without reference to major and minor requirements. Specialized Bachelor of Science curricula which are offered in areas of the pure and applied sciences and mathematics provide opportunities for major and minor program options but afford greater opportunities for major specialization than are permitted in comparable Bachelor of Arts curricula. Major fields and curricula in which the Bachelor of Science degree is presently offered are as follows:

College of Education

Elementary Education
Secondary Education

College of Engineering

Chemical Engineering
Civil Engineering
Electrical Engineering
Industrial Technology
Mechanical Engineering
Nuclear Engineering
Plastics Technology

College of Health Professions

Health Education
Health Services Administration

Medical Technology
Nursing

College of Management Science

Business Administration
Industrial Management

College of Pure and Applied Sciences

Biological Sciences
Chemistry
Environmental Sciences
Mathematics
Meteorology
Physics
Radiological Health Physics

The requirements for majors are set by University departments or interdisciplinary committees but must specify a minimum of 30 semester credits. Although students may not be required to take more than 60 semester credits in the major field, they may elect to take additional courses in the major field beyond the specified required maximum. At least 15 credits in the major field must be taken at the upper-division course level. All Bachelor of Science degree programs require a minimum of 50 semester credits outside the major field.

The requirements for minors are established by University departments or by interdisciplinary committees. No minor program may consist of less than 18 semester credits in the minor field nor more than 24 semester credits. At least 6 credits must be completed at the upper-division course level for all minor studies. Students are advised that an aggregation of courses which total 18 or more credits does not constitute a minor field. Specific options for minor programs will depend on the major field which a student has elected to pursue and collateral course requirements which have been specified by major departments.

Credits for each course may be counted only once in a student's baccalaureate program of studies and may not be counted for more than one of the following categories of the program of studies: the major field, the minor field, the University Core Requirements, and unrestricted elective courses. A course which is specified as a requirement for both a student's major and minor will satisfy both requirements, as stated, but course credits may be counted for the major only. A course which is specified as a common prerequisite for several courses will satisfy all prerequisite requirements, as stated, but course credits may not be counted more than once and may be applied to one category of a student's program of studies only.

Although the University does not require language proficiency for the Bachelor of Science degree, each Faculty having jurisdiction over specialized program areas has the prerogative of specifying a level of language proficiency as a collateral requirement for major fields. Students who are required to evidence intermediate proficiency as a collateral requirement of their major fields and students who desire to present official evidence of language proficiency for purposes of employment or application to graduate schools may satisfy the expectation of the University for intermediate language proficiency through any one of the options cited below:

- a. a score of "550" or above on a College Entrance Examination Board Achievement Test;
- b. a score of "3" or above on a College Entrance Examination Board Advanced Placement Examination;
- c. a satisfactory score in a proficiency test prepared and administered by the Language Department of the University of Lowell (preferably during the student's freshman year) and covering a reading knowledge of any one of the following languages: French, German, Greek, Italian, Latin, or Spanish;

- d. passing two semester courses on the intermediate, second-year college level in a language previously studied in the secondary school and offered by the University of Lowell; or
- e. passing a minimum of 12 semester credits in one language, the study of which is initiated at the University of Lowell.

Although not all programs of the Bachelor of Science degree require students to declare their major fields by the end of the freshman year, an early decision by a student will greatly facilitate the selection of appropriate prerequisite courses for major studies and accordingly will reduce the possibilities of time-consuming errors in judgment. A student who makes no declaration of major field prior to the end of the freshman year is listed as an "undeclared" student for his first two semesters. Students who anticipate applying for professional programs in education, engineering, health professions, or management science should carefully review the prerequisite course requirements and admission standards for these programs and should not delay declaration of major fields beyond the second semester of the freshman year. Students contemplating major studies in the sciences and mathematics should initiate prerequisite course work immediately upon entrance to the University and should make a declaration of major field at this time or prior to the end of the freshman year. Additional course work beyond the minimum degree requirements and extension of the normal four-year period of study may be expected when students make a later declaration of major or change their major programs later than the first semester of their sophomore year.

Once a student has begun a program of major studies, he may change his major field only in accordance with established University regulations and procedures. Such changes are also subject to college regulations concerning major fields and program options. Students who make substantial changes in their plans of study after the beginning of the sophomore year, regardless of major, will ordinarily find it impossible to complete degree requirements within the normal four-year period of study and may also find it necessary to redesignate their choice of degree.

BACHELOR OF MUSIC DEGREE

The Bachelor of Music is a professional degree and is offered by the College of Music in four areas of specialization: music education, music history and literature, music theory and composition, and performance. The music education specialization is designed to prepare teachers and supervisors of music in the elementary and secondary schools. Other music specializations provide abundant opportunities for individual performance, research, and creativity to students who wish professional careers in music.

Individual and group performances are important aspects of all Bachelor of Music programs, but students in the performance specialization are required to demonstrate outstanding ability as performers in order to satisfy admission and retention standards. Students in music history and literature and music theory and composition specializations must

demonstrate similar outstanding abilities in their chosen music fields in order to qualify for admission and to satisfy retention standards. Students preparing for admission to the music education specialization are required to select applied music courses each semester for maintaining and developing their music skills, and they are expected to develop minimum standards of performance in piano and in their areas of performance preference. The music education specialization is subject to the rules and regulations of the College of Education.

ADDITIONAL BACCALAUREATE DEGREE

Students who have earned baccalaureate degrees at the University of Lowell or at other accredited baccalaureate institutions may be admitted to the University to pursue an additional baccalaureate degree provided that the major fields of their previous degrees are clearly distinct from that of the additional degree, that the work for the additional degree consists of not less than two semesters of residence, and that the final 30 credits presented for the additional degree are in addition to and independent of any previous baccalaureate. If any of the first three years of credit has been transferred from another institution, the candidate for the additional baccalaureate must spend the last year earning a minimum of 30 semester credits of uninterrupted residence at the University.

Candidates for the additional baccalaureate must fulfill all curriculum requirements for the additional degree (including courses presented from previous programs and courses completed in fulfillment of the final 30 credit requirement) and must comply with any special college regulation concerning completion at the University of major field requirements. Students who are candidates for an additional baccalaureate may be eligible for major field honors but are not eligible for University honors unless they have completed 60 credits at the University following their admission as candidates for the additional baccalaureate degree. Matriculation may not be established simultaneously for two baccalaureate degrees.

Application for admission to the University as a candidate for an additional baccalaureate degree is made through the Office of Admissions. Prior to admission to the University as candidates for additional baccalaureate degrees, candidates must be approved by the college in which they plan to matriculate and the department in which they intend to major. Retention standards for candidates for additional baccalaureate degrees are based upon the grade-point averages for achieving satisfactory standing which are specified for the several levels of course hours completed. Grade-point averages are computed solely on the basis of qualitatively graded courses which have been completed at the University for the additional baccalaureate degree. The number of course hours completed include all course credits which have been applied from previous baccalaureate programs.

GRADING SYSTEM

Qualitative Grades

The following qualitative letter grades are employed by the University to characterize the quality of a student's work in a course: "A", "AB", "B", "BC", "C", "CD", "D", and "F" with quality points of 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, and 0.

- "A" designates that the work done by the student is superior and is of the highest honors quality;
- "AB" designates that the work done by the student is less than superior but is completed with a level of distinction which is higher than the basic honors level;
- "B" designates that the work done by the student is of basic honors quality;
- "BC" designates that the work done by the student is less than honors quality but is better than satisfactory;
- "C" indicates satisfactory work which conforms to the general expectations of the University for baccalaureate study;
- "CD" indicates that the work done by the student is less than satisfactory and below graduation standards but is better than the minimum requirement for passing a course;
- "D" indicates work which meets the minimum requirement for passing a course;
- "F" designates course failure.

Non-qualitative Symbols

In addition to the above qualitative letter grades, the following symbols are also used to designate special enrollment provisions or course statuses and do not affect the student's academic average:

- "P" designates completion of a course taken on a "pass-no credit" basis;
- "NC" indicates failure of a course taken on a "pass-no credit" basis;
- "S" designates satisfactory completion of a practicum experience course with a grade of "C" or higher;
- "U" indicates unsatisfactory performance in a practicum experience course with a final course grade of less than "C";
- "I" indicates a course which has not been completed;
- "W" designates official withdrawal from a course within the established deadline of the 40th class day of a semester or authorized retroactive withdrawal from a course after the 40th day of classes; and
- "AU" designates that the student has registered for a course on an "audit" basis and has maintained an attendance record throughout the semester which is sufficient to warrant an official recognition of his course attendance.

Students may elect to take on a "pass-no credit" basis a maximum of four *unrestricted** elective courses. These courses are in addition to those completed for the Physical Activities Requirement. A student who has registered for a course on a "pass-no credit" basis may not change his enrollment status after the established deadline for adding a course. Although notations of "P" are recorded on the permanent record card for courses which have been successfully completed under the "pass-no credit" option, these course notations carry no quality-point equivalents and hence are not computed in cumulative averages. A "pass-no credit" course which has been failed is characterized on the permanent record card by the symbol "NC". A failure in a "pass-no credit" course does not prejudice the student's academic average.

* An unrestricted elective course cannot be presented for fulfillment of the University Core Requirements, specified prerequisite courses for professional curricula, major requirements, or minor requirements.

WITHDRAWAL

"W" is not an academic grade but a symbol designating official withdrawal from a course within the established deadline of the 40th class day of a semester or authorized retroactive withdrawal from a course after the 40th day of classes. A notation of "W" may not be authorized for unofficial withdrawal from a course or for unofficial withdrawal from the University. Accordingly, a student who registers for a course and who is carried on an official class roster through the 41st class day of a semester must be graded in terms of his completion of an instructor's total course requirements although he fails to attend any class meeting or unofficially absents himself from the course prior to the 40th class day of a semester. No notation of course withdrawal is made upon the permanent record card when a student makes an official withdrawal during the first ten class days of a semester.

Course Withdrawal

A student who desires to withdraw from a course during the period from the 11th to the 40th class day of a semester must secure the signatures of his faculty advisor and course instructor on an official course-change form and must file this form with the Office of the Registrar no later than the 40th class day. Students who do not complete the process of withdrawal by the 40th class day will not be assigned course notations of "W" and will be subject to all instructor course requirements. Since it may take several days to secure necessary faculty signatures, and since such unforeseen circumstances as sudden illness, late trains, automobile breakdowns, and appearance in court may unexpectedly extend the period during which a student has planned to complete the withdrawal process, a student who delays his course withdrawal until the end of the withdrawal period may discover that he cannot comply with the withdrawal deadline of the 40th class day. Course withdrawal after the withdrawal deadline of the 40th class day of a semester may be authorized only when *extended* illness or critical personal emergencies of an *extended* nature have prevented a student from complying with withdrawal procedures. A student who wishes to withdraw

from a course after the 40th class day of a semester for such reasons must submit his petition, together with appropriate documentation, to the dean of the college in which he is enrolled as a degree candidate. After verification of his reasons for requesting retroactive withdrawal by the dean of the college and approval of his petition for retroactive withdrawal by course instructors, the student is authorized to receive a letter symbol of "W" in each course. *Students receiving benefits from the Veterans Administration are not eligible for retroactive withdrawal from courses* since the University is required to report immediately any change of enrollment status for such students to authorities of the Veterans Administration.

Withdrawal from the University

Students desiring to withdraw from the University are required to discharge all financial obligations to the University, to return all University property, and to file a written notification of withdrawal with the Office of the Registrar. A student who withdraws from the University no later than the 40th class day of a semester receives a "W" in each of his courses. A student who withdraws after the 40th class day of a semester must be graded by his instructors unless authorization for retroactive withdrawal from the University has been granted for documented reasons of extended illness or critical personal emergencies of an extended nature. A student who wishes to withdraw from the University after the 40th class day for such reasons must submit his petition, together with appropriate documentation, to the dean of the college in which he was enrolled as a degree candidate. After verification of his reasons for requesting retroactive withdrawal by the dean of the college and approval of his petition for retroactive withdrawal by course instructors, the student may be authorized to receive a letter symbol of "W" in each course. *Students receiving benefits from the Veterans Administration are not eligible for retroactive withdrawal from the University* since the University is required to report immediately any change of enrollment status for such students to authorities of the Veterans Administration.

A student who does not follow the specified procedures for withdrawing and who absents himself from the University without complying with official procedures for withdrawing will be assigned final course grades by each of his instructors which characterize his satisfaction of each of his instructor's total course requirements. A student who has unofficially absented himself from the University may file an official withdrawal with the Office of the Registrar through the deadline for late registration of the following semester. A student who leaves the University for a serious medical reason or for a serious personal emergency may petition for retroactive withdrawal. This petition must be filed with the dean of the college in which the student is enrolled as a degree candidate and should be filed simultaneously with his notification of withdrawal (but in no case at a time later than the end of the semester following his unofficial absence) and must be supported with documentation of the medical or personal emergency which is alleged to have necessitated his unofficial absence. After verification of his reasons for requesting retroactive withdrawal by the dean of the college and approval of his petition for retroactive withdrawal by course instructors, the student may be authorized to receive a letter symbol of "W" in each course.

A student who fails to file an official withdrawal subsequent to his departure from the University and prior to expiration of the late registration period of the semester following his departure is dropped from the rolls of the University and is eligible for subsequent reinstatement only by filing an application for readmission with the Office of Admissions.

ADMINISTRATIVE DISMISSAL

Administrative dismissal may be invoked when a student fails to comply, *after due notice*, with an administrative requirement of the University. Official notation of an administrative dismissal is noted on the permanent record card of each student immediately after the last card entry. Notations of course status are not made for the semester in which a student is administratively dismissed from the University. Reinstatement of a student who has been administratively dismissed may be made only by application for readmission with the Office of Admissions and only when the condition which has necessitated administrative dismissal can be ameliorated to the satisfaction of University officials. Examples of some conditions which may justify administrative dismissal are as follows:

1. Forgery or fraudulent use of University records, documents, or forms;
2. Non-payment of tuition, board, room charges, student fees, library fines, overdue University loans, and other official University fiscal obligations;
3. Failure to comply with duly authorized administration order relating to the safety of persons or the protection of University property;
4. Failure to submit necessary health forms as required by University Health Services; and
5. Failure to withdraw from the University after certification of a physical health or mental health problem of a hazardous nature.

INCOMPLETED COURSE WORK

Temporary Notation of "I" ("Incomplete")

The letter symbol "I" ("incomplete") is a temporary notation which is assigned for incomplete work in a course when the record of the student has been satisfactory but for legitimate reasons a minor portion of the student's course work remains to be completed or when the record of the student in a course justifies the expectation that he will obtain a passing grade but for emergency reasons he has been absent from the final course evaluation. Any missed final examination or other final course evaluation requires a student explanation within 48 hours so that the instructor can file the proper course notation with the Office of the Registrar. A student who has evidenced an unsatisfactory course record, who has failed to complete a major portion of an instructor's course requirements, or who fails to provide an instructor with a satisfactory reason for his absence from a final examination or final course evaluation within the specified 48 hour period may not be assigned the letter symbol "I". Responsibility for making arrangements with an

instructor to complete all outstanding course work rests entirely with the student, who must complete all course work in sufficient time to permit an instructor to file a final course grade no later than one month after the date on which the succeeding semester begins.

Permanent Course Notations

Instructors who file letter symbols of "I" must also file an end of course letter grade which will be assigned in the event that incompleted course work is not made up by the student prior to the established deadline. At the end of the official make-up period (or, in the event of a substantiated student emergency, at the end of an extended make-up period), the Office of the Registrar will convert the temporary notation of "I" to the appropriate permanent symbol. This permanent notation will be one of the following: (1) a letter grade which has been filed by an instructor during the grading period of the previous semester to designate the final course standing of a student who has failed to make up incompleted course requirements. (2) a letter grade which is filed by an instructor at the end of the make-up period to designate the final course standing of a student who has make up incompleted course requirements, or (3) the letter symbol "W" which the dean of the college in which the student is enrolled as a degree candidate may authorize, upon the agreement of concerned instructors, to designate retroactive withdrawal by a student for documented emergency reasons. Courses from which a student is authorized to withdraw retroactively are treated as courses from which a student has withdrawn by the 40th class day of a semester and accordingly are not assigned academic credit and are not computed in student averages.

Extension of Make-Up Period

Limited extensions of the make-up period may be granted to students for serious medical reasons and for documented personal emergencies. Requests for such extensions are approved by the dean of the college in which students are enrolled as degree candidates and must be filed no later than one calendar week preceeding the established deadline for instructors to submit final grades for incompleted courses. The maximum period for which an extension may be granted is the end of the semester following the assignment of "I" notations. A student who maintains continuous University enrollment and who is unable to make up his incompleted course work by the end of the following semester because of a serious medical reason or a documented personal emergency which necessitates his withdrawal from the University may be granted permission to withdraw retroactively from the University. (Cf. regulations above which are listed under the heading "Withdrawal from the University".)

COURSE AUDIT POLICY

A student may enroll in credit courses as an auditor with appropriate approval. Forms and instructions for registration as an auditor may be obtained from the Office of the Registrar. No charge is levied on full-time students for audited courses. No credit or grade will be recorded for an audited course, but the symbol "AU" may be listed on the permanent

record card at the request of the course instructor when he judges the student to have exhibited satisfactory attendance. A change from "auditor" to "credit status," or from "credit status" to "auditor", may not be made after the deadline for adding a course.

Credit may not be earned in courses which have been audited except by re-enrollment in and completion of the course with a passing grade. Students who have audited a course may not subsequently earn credit in the same course through tests of the College Level Examination Program or through other authorized examination procedures for course challenge.

GRADE CHANGES

At the end of each semester, the Office of the Registrar notifies each student by mail of the course grades he has been assigned. These grades become a part of the official record of the student immediately upon instructor assignment. Grades may not be removed from the student's record and they may not be changed except as specifically provided by procedures for correcting erroneous grade reports. Corrections of grade-point averages are automatically authorized when erroneous grade reports are corrected and when specific courses are delted from grade-point averages under the provisions of University regulations governing repeated courses, change of enrollment status as an intercollegiate transfer within the University, and expiration of degree credits.

Students who believe that mistakes have been made in assigning or recording course grades should notify instructors as soon as possible after receiving their grade reports but in no case at a time later than the deadline established for making grade corrections. The deadline for instructors to correct an erroneous grade report is one calendar month from the beginning of the semester following the filing of an erroneous grade. It is the responsibility of students to notify instructors of erroneous grades as soon as they have received final grade reports from the Office of the Registrar. Changes of grades other than the filing of grades for incompleted courses require the endorsement of the appropriate college dean. Grade changes may not be made on a student's permanent record card after the deadlines cited above unless such changes have been authorized by appropriate college deans prior to the expiration of the correction deadline. Accordingly, students who experience difficulty in contacting faculty members for the purpose of questioning assigned grades should consult the appropriate college dean prior to the expiration of the correction deadline.

REPEATED COURSEWORK

Failed Required Courses

Except for courses of a professional nature which regulations of a college may designate as being non-repeatable, students must repeat and pass all required courses which they have failed. Courses in which "F" grades have been received must be repeated and passed before students may take courses for which those failed are prerequisites. A course which is failed but is not required for a student's program need not be repeated, but other course work must be taken when a student's total degree program will fall short of the specified credit hours for degree requirements. Unless a failed

course is repeated within the provisions of the following regulation, both the original failing grade and the repeated course grade are counted in computing grade-point averages.

General Provisions

Except for courses of a professional nature which regulations of a college may designate as being non-repeatable, students are permitted to repeat courses in which they receive grades of "CD", "D", and "F" and to have repeated course grades substituted for original grades in the computation of their cumulative grade-point averages. When a course has been repeated within the provisions of this regulation, the cumulative grade-point average is appropriately corrected for the semester in which the course is repeated. Correction of the grade-point average is made on the basis of whatever grade is received for the repeated course and accordingly is made for lower as well as higher grades. Since corrections of cumulative grade-point averages are made only for the semester in which courses are repeated, such actions as academic warning and suspension are never revoked upon successful repetition of any courses upon which such actions have been based. No additional credit is granted for courses which have been passed with grades of "CD" and "D" and which have been subsequently repeated with higher grades. Although credit is not revoked for courses which have been previously passed with grades of "CD" and "D" when these courses are subsequently failed upon repetition, grade-point averages are appropriately lowered when "F" grades for repeated courses are posted on the permanent record card.

Students entering the University as freshmen or transferring to the University with less than 60 semester credits are permitted a maximum of 10 semester credits of course repetitions for the purpose of substituting repeated course grades for previously earned grades in the computation of their cumulative grade-point averages. Transfer students who are admitted with 60 or more semester credits are permitted a maximum of 7 semester credits of course repetitions for the purpose of substituting repeated course grades for previously earned grades in the computation of their cumulative grade-point averages. The number of actual course repetitions which are permitted for any student depends upon the number of credits which are allocated to those courses which he wishes to repeat. For instance, a student who has entered the University as a freshman may repeat a 3 credit course three times or a 4 credit course two times. However, such a student may not repeat both a 3 credit and a 4 credit course two times since such repetitions exceed the maximum number of semester credits which may be repeated for the purpose of substituting repeated course grades for previously earned grades in the computation of the cumulative grade-point average.

When a student registers for a course which he wishes to repeat under the provisions of this regulation, he must notify the Registrar at the time of registration for the fall or spring semester, or at the time of registration for University summer sessions. Provisions of this regulation apply only to courses which are offered at the University of Lowell and accordingly may not be extended to courses which may be authorized for completion at other institutions. A course substitution is not permitted under the provisions of this regulation unless a course has been dropped as a University offering and an alternate course has been authorized as a suitable substitution by

the chairperson of the department which offered the course to be repeated. Once a student has reached the credit limitations which are cited above, no further courses may be repeated for the purpose of substituting repeated course grades for previously earned grades in the computation of his cumulative grade-point average. Courses which are repeated in violation of this regulation shall not be counted towards the number of credits earned and shall not be computed in cumulative grade-point averages. In the event that a course is repeated in violation of this regulation and is erroneously counted towards the number of credits earned and is computed in the cumulative grade-point average, these errors shall be subsequently corrected prior to graduation. Accordingly, students are warned that their graduation may be delayed when such corrections are made during the period when academic records are reviewed for the purpose of determining satisfaction of degree requirements by students.

ACADEMIC STANDING

Academic standing and eligibility for a degree are determined by the quality of the student's course work. To ascertain the student's academic standing, the University uses a point system, each qualitative grade having an equivalent numerical value. A grade of "A" has a value of 4.0, a grade of "AB" a value of 3.5, a grade of "B" a value of 3.0, a grade of "BC" a value of 2.5, a grade of "C" a value of 2.0, a grade of "CD" a value of 1.5, a grade of "D" a value of 1.0, and a grade of "F" a value of 0. Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. For instance, a 3 credit course completed with a grade of "BC" would carry 7.5 quality points (3 x 2.5). The grade-point average is obtained by dividing the total number of quality points earned by the total number of credits completed and graded with those qualitative grades which are cited above.

Each student is subject to the following grade-point requirements# for the specified numbers of completed course hours:

Course Hours Completed*	Grade-Point Averages for Satisfactory Standing†	Grade-Point Averages for Academic Warning†	Grade-Point Averages for Academic Suspension†
12-30	1.50	1.40-1.49	1.39 or below
31-45	1.60	1.50-1.59	1.49 or below
46-60	1.70	1.60-1.69	1.59 or below
61-75 ✓	1.80	1.70-1.79	1.69 or below
76-90	1.90	1.80-1.89	1.79 or below
91-graduation	2.00	1.90-1.99	1.89 or below

The cited grade-point averages are *minimum* University requirements. Individual colleges or departments may establish higher requirements.

* Included in "Course Hours Completed" are all course credits which have been granted (including credits awarded through transfer and challenge by examination, course credits which have been awarded with qualitative letter grades, and credits awarded with non-qualitative grades of "P" and "S") and all hours of course work which have been failed with the

qualitative letter grade of "F." Courses which have been failed and which carry the non-qualitative symbols "U" and "NC" are not included in the computation of "Course Hours Completed."

† Specified "Grade-Point Averages are computed solely on the basis of those courses completed at the University of Lowell or through University auspices within policies governing authorized off-campus study which have been qualitatively evaluated with the following letter grades: "A", "AB", "B", "BC", "C", "CD", "D", and "F."

Full-time freshmen and transfer students who have completed 12 hours of course work are initially evaluated for determining satisfactory academic standing, academic warning, and academic suspension on the basis of courses which they have completed at the University of Lowell during their first semester of enrollment. Part-time freshmen and transfer students and full-time freshmen and transfer students who have not completed 12 hours of course work are initially evaluated for determining satisfactory academic standing, academic warning, and academic suspension on the basis of courses which they have completed at the University of Lowell during the period from their initial enrollment through the end of the semester in which they complete their first 12 hours of coursework. Prior to an initial determination of academic progress, no student is permitted to invoke the regulation governing course repetition for the purpose of substituting repeated course grades for previous grades in the computation of the cumulative grade-point average.

Subsequent to the initial evaluation of academic progress described above (and on the basis of all courses which have been completed at the University of Lowell and through the auspices of the University within policies governing off-campus study), full-time students are evaluated for determining satisfactory academic standing, academic warning, and academic suspension at the end of each semester. Part-time students are evaluated at the end of each semester in which they complete an initial aggregate of 12 semester hours of course work and subsequently upon the completion of each additional 15 hours of course work.

Academic Warning and Suspension

The following regulations governing academic warning, suspension, and probation are applicable as stated to all students. A student whose cumulative grade-point average falls below the minimum University requirement for "course hours completed" by no more than 0.10 is placed on academic warning and is so informed. A student whose grade-point average falls below the minimum University requirement for "course hours completed" by more than 0.10 is immediately suspended. (See the specific grade-point averages which are cited above for designated ranges of "course hours completed.") A full-time student who has been placed on academic warning and who has not attained satisfactory standing by the end of the following full-time semester is suspended from the University. A part-time student who has been placed on academic warning and who has not attained satisfactory standing by the end of the semester in which he completes 15

hours of course work following his notification of academic warning is suspended from the University.

Readmission and Academic Probation

A student who has been suspended from the University is entitled to apply for readmission as a probationary student but may not initiate his probationary studies before an absence from the University of one semester. Application for such readmission is made through the Office of Admissions in accordance with prescribed procedures and must be received by April 1 for a readmission decision during the Spring Semester and by November 1 for a readmission decision during the Fall Semester. Students whose petitions have been received by the filing deadline of November 1 are reviewed by appropriate academic standards committees during the Fall Semester and when approved for readmission are permitted to initiate their probationary studies at the beginning of the Spring Semester. Similarly, students who petitions have been received by the filing deadline of April 1 are reviewed by appropriate academic standards committees during the Spring Semester and when approved for readmission are permitted to initiate their probationary studies at the beginning of the Fall Semester.

Upon receipt of an application, the Office of Admissions will forward all readmission papers to the academic standards committee of the college to which the applicant seeks readmission. Readmission papers of continuing education students will be forwarded to the appropriate committee of the college which exercises jurisdiction over the program to which the applicant seeks readmission. After securing recommendations from appropriate departments and studying the previous academic record of the student, the academic standards committee will lay down the requirements which the student must satisfy as a condition of his readmission (specific courses to be taken, specifications of semester deadlines for completing probationary requirements by part-time students, conference schedules with faculty advisors, and any other special or general academic condition which may be construed as necessary for the student's successful completion of his probationary studies). In determining such requirements for readmission, the academic standards committees shall take special note of the probation requirement for achieving satisfactory academic standing by the end of the probationary period and shall prescribe a sufficient number of courses which shall make this achievement possible.

Notwithstanding any specified committee requirements, however, no student who has been readmitted to the University as a probationary student may invoke University regulations which govern course repetition for the purpose of substituting repeated course grades for previous grades in the computation of the cumulative grade-point average. Nor may a probationary student withdraw from any course which is undertaken as part of his probationary studies unless such withdrawal is authorized by the dean of the college in which the student is enrolled (or by the dean of the college which exercises academic jurisdiction over the program in which the student is enrolled) and is made for documented reasons of an emergency or medical nature. In authorizing such withdrawal, the dean shall consult with the academic standards committee to ascertain whether it will be possible for the student to complete his probationary period as specified or whether

it will be necessary for the student to withdraw from the University and to reapply at a later time for readmission as a probationary student.

A full-time student who has been readmitted to the University as a probationary student must attain satisfactory standing by the end of his probationary semester. A part-time student who has been readmitted to the University as a probationary student must attain satisfactory standing by the end of the semester which has been designated in his statement of probationary readmission. At the end of the designated probationary period, the dean of the college in which the student is enrolled (or, in the case of continuing education students, the dean of the college which exercises jurisdiction over the program in which the student is enrolled) will review the record of the probationary student and will issue a statement which indicates that all probationary requirements have been satisfactorily completed and that the student has achieved satisfactory standing or that probationary requirements have not been satisfactorily completed and that the student has been permanently dismissed from the University. A copy of this statement will be forwarded to the student and to the Registrar, who will make the appropriate official notation on the student's permanent record card. Students on probation who receive course evaluations of "I" (incomplete) must finish all such course work in accordance with the established deadlines of the University and prior to the determination of their status by appropriate deans. Students who complete such work after the beginning of the semester following their probationary period are advised that they may not register for nor attend University courses until such time as a final determination of their status as students in good standing has been made by appropriate deans. A student who has failed to satisfy the conditions of his probation for documented reasons of an emergency or medical nature may petition his reviewing committee for a reconsideration of his case and for extension of his probationary period.

Exemptions from University Grade-Point Requirements for Retention and Graduation

Students who have achieved sophomore class standing or above (with 30 or more semester credits) by the end of the Fall Semester, 1975, are exempted from University grade-point requirements in accordance with the regulations cited below when they are in one of the following categories: (1) former students of Lowell Technological Institute who continue to pursue specific curricula in which they were enrolled at the end of the Spring Semester, 1975, or (in the case of students who had made no declaration of program prior to the Fall Semester, 1975) who enter curricula formerly offered by the Institute for which their freshman programs prepared; (2) former students of Lowell Technological Institute who subsequent to the beginning of the Fall Semester, 1975, and prior to the end of the Spring Semester, 1976, transfer from one program previously offered by the Institute to another such program, and (3) former students of Lowell State College who subsequent to the beginning of the Fall Semester, 1975, and prior to the end of the Spring Semester, 1976, transfer from a program previously offered by Lowell State College to a program which was previously offered by Lowell Technological Institute.

Full-time students in the specified categories who have achieved sophomore class standing by the end of the Fall Semester, 1975, are exempted from the University grade-point requirements for the Fall Semester, 1975, and the Spring Semester 1976, only. Part-time students in the specified categories who have achieved sophomore class standing by the end of the Fall Semester, 1975 are exempted from the University grade-point requirements through the end of the semester in which they achieve junior class standing, but in no case later than the end of the Spring Semester, 1978. Full-time students in the specified categories who have achieved junior or senior class standing by the end of the Fall Semester, 1975, are exempted from the University grade-point requirements through the end of the Spring Semester, 1978. Part-time students in the specified categories who have achieved junior or senior class standing by the end of the Fall Semester, 1975, are exempted from the University grade-point requirements through the end of the Spring Semester, 1980.

Full-time students in the specified categories who withdrew from the University (or from Lowell State College or Lowell Technological Institute) with sophomore class standing and who return to the University subsequent to the Spring Semester, 1976, in order to complete their degree requirements are exempted from the grade-point requirements of the University for the first two semesters of full-time enrollment. Part-time students in the specified categories who withdrew from the University or from Lowell Technological Institute with sophomore class standing and who return to the University subsequent to the Spring Semester, 1976, in order to complete their degree requirements are exempted from the grade-point requirements of the University through the end of the semester in which they achieve junior class standing. No student shall be granted an exemption from the grade-point requirements of the University later than the end of the Spring Semester, 1980.

Full-time and part-time students in the specified categories who withdrew from the University (or from Lowell State College or Lowell Technological Institute) with junior or senior class standing and who return to the University subsequent to the Spring Semester, 1976, in order to complete their degree requirements are exempted from the grade-point requirements of the University through the end of the Spring Semester, 1980. Students who fail to complete graduation requirements by this date are subject to the grade-point requirements of the University.

All students who are exempted from the grade-point requirements of the University for the above specified periods are subject to the following grade-point requirements.

Course Hours Completed *	Grade-Point Averages for Satisfactory Standing †	Grade-Point Averages for Academic Warning †	Grade-Point Averages for Academic Suspension †
31-45	1.45	1.35-1.44	1.34 or below
46-60	1.50	1.40-1.49	1.39 or below
61-75	1.55	1.45-1.54	1.44 or below
76-90	1.60	1.50-1.59	1.49 or below
91-105	1.65	1.55-1.64	1.54 or below
106-	1.70	1.60-1.69	1.59 or below

* Included in "Course Hours Completed" are all course credits which have been granted (including credits awarded through transfer and challenge by examination, course credits which have been awarded with qualitative letter grades, and credits awarded with non-qualitative grades of "P" and "S") and all hours of course work which have been failed with the qualitative letter grade of "F". Courses which have been failed and which carry the non-qualitative symbols "U" and "NC" are not included in the computation of "Course Hours Completed."

† Specified "Grade-Point Averages" are computed solely on the basis of qualitatively graded courses which have been completed at Lowell State College, Lowell Technological Institute, the University of Lowell, and through the auspices of the University within policies governing authorized off-campus study.

Students in the above defined exemption categories who have completed degree requirements within the applicable deadlines for exemption are subject to the cumulative grade-point requirement of 1.70 which was previously in effect for degree candidates of Lowell Technological Institute.

ADVISORY SYSTEM

Academic advising is performed by members of the Faculty. Students who have been accepted by departments for academic or professional majors receive their academic advising from a member of their major department or, in the case of students pursuing interdisciplinary majors, from members of an appropriate interdepartmental committee. Students who have not made declarations of their major fields are assigned faculty advisors from within the college in which they are enrolled.

The faculty advisor assists the student in developing a program of courses prior to semester registration and in formulating a program of studies leading to a degree, and he generally provides whatever guidance and assistance a student may require in making appropriate academic decisions throughout his period of baccalaureate studies. However, each student is personally responsible for complying with all rules and regulations of the University and is solely responsible for completing all degree requirements.

The advisor maintains records showing the program of study for each of his assigned students, including subjects taken, grades received, and changes of contemplated programs. For the purpose of providing appropriate academic advising, each faculty member is available for consultation throughout the semester.

COURSE LOAD POLICY

Maximum Credit Load

The typical course load expectation for full-time students is 15 credits. Students may enroll for course loads in excess of 15 credits but are advised that course loads in excess of the number of credits specified by recom-

mended courses of study may not be in their academic interests when grade-point averages are less than 3.00. Unless specified as part of an established course of study, course loads in excess of 15 credits are recommended for "enrichment" purposes only and should be elected as "pass" courses. In any event, a student is prohibited from registering for course loads in excess of 18 credits unless such loads are required by established University curricula or unless special permission has been granted by the dean of the college in which the student has established matriculation.

Minimum Credit Load

A student matriculating for a baccalaureate degree is classified as "Full time" when he carries a course credit load which is specified by the curriculum in which he is enrolled. Students are required, in any case, to register for a minimum of 12 credits each semester in order to be classified as "full-time."

Upon the written recommendation of deans of colleges, members of the Student Health and Counselling staff, or faculty advisors, full-time students may petition the Academic Dean or his designee for exemption from the minimum course load requirement for reasons involving health or critical personal and academic problems. This petition may be filed up to the 40th class day of the semester. Students who have been granted reduced loads are subject to all fees and academic regulations which are in effect for full-time students. Accordingly, reduced-load students are not eligible for tuition refunds and are subject to regulations concerning satisfactory academic standing, academic warning, and academic suspension which are in effect for full-time students. For purposes of determining academic standing, reduced load students will be evaluated at the end of the semester for which a reduced load has been approved on the basis of the University grade-point requirements specified for numerical ranges of completed course hours. In accordance with the regulations governing academic standing, however, no evaluation of the standing of a student who has been granted a reduced load will be made until such time as the student has completed 12 hours of course work. Students who withdraw from all courses must withdraw from the University.

SPECIAL STUDENTS

Individuals who are admitted to the University for the purpose of pursuing limited programs of study are classified as "special students." Such students may be part-time or full-time students who have been admitted under policies which govern programs for talented high school seniors or which govern programs for degree candidates at other colleges and universities. Matriculating students of the University who have fewer than 12 credits to complete for satisfaction of baccalaureate requirements and have been permitted to register for part-time studies are also classified as "special students."

OFF-CAMPUS COURSES, CONTINUING EDUCATION, AND SUMMER SCHOOL COURSES

Matriculating students may be permitted to take off-campus courses or

University of Lowell continuing education and summer school courses for degree credit when they comply with established procedures. Permission to undertake course work within these procedures requires official notification of the Registrar by filing an approved application form. Students who fail to follow established procedures and/or to file the proper form with the Office of the Registrar *prior* to the initiation of off-campus courses or University of Lowell continuing education and summer school courses may not have completed courses credited to degree programs.

Courses which are undertaken within the provisions for authorized off-campus study are treated as courses completed at the University of Lowell and must be undertaken within a course evaluation system which is comparable to those letter grades of the University which carry quality-point designations. Upon receipt of an official transcript of record, notation of authorized course work (including courses which have been failed) will be entered upon the student's permanent record card and assigned grades will be computed into major and baccalaureate grade-point averages.

Freshman students are not permitted to undertake off-campus courses or University of Lowell continuing education and summer school courses until such time as they have earned 15 semester credits and have achieved second-semester freshman standing. Students who have transferred to the University with 60 or more semester credits are not permitted to undertake courses within the regulations governing off-campus courses. Students may be permitted to complete their senior year through full-time off-campus study only if they have completed three years of full-time study at the University of Lowell.

ACADEMIC MAJORS AND MINORS

In order to qualify for a baccalaureate degree, each student must select an academic or professional major which must consist of a minimum of 30 semester credits. A student who wishes to pursue more than one major may do so within the policies of the college in which he wishes to receive his degree. A student with more than one major will be assigned an academic advisor for each of his major studies. All curriculum requirements as specified for each major study (including prerequisite, corequisite, and collateral courses) must be completed in order to qualify for graduation.

Depending upon the college in which a student is enrolled, he may select a minor area of study. The minimum University requirement for a minor is 18 semester credits. Although colleges may specify a program of major studies in excess of 30 semester credits, no department or interdisciplinary committee may specify more than 24 semester credits for an academic minor.

DECLARATION OF MAJOR AND CHANGE OF MAJOR

All students are required to declare an academic or professional major at the beginning of the semester following their achievement of 60 semester credits. Students who transfer to the University with 60 or more semester credits are required to designate an academic or professional major prior to initiating course work at the University. A student who makes no declaration of major prior to achieving 60 semester credits is listed as an

"undeclared" student. Such a student who is interested in areas of the humanities or the behavioral and social sciences is enrolled in the College of Liberal Arts and is assigned a faculty advisor in this College. Undeclared students who are interested in technological areas, or in science and mathematics, are enrolled in the College of Pure and Applied Sciences and are assigned faculty advisors in this College. Undeclared students who are generally interested in the health professions but have made no decision concerning a specific health, medical technology, or nursing major are enrolled in the College of Health Professions and are assigned faculty advisors in this College. Although the University does not require students to declare their academic or professional majors until they have achieved 60 semester credits, an early decision by a student will greatly facilitate his selection of appropriate prerequisite courses for his major studies and will reduce the possibilities of time-consuming errors in judgment. Accordingly, each student is urged to make his declaration of major as soon as possible, especially when his interests are in professional, technological, and scientific fields.

Undeclared students who wish to designate an academic major which is offered by the college in which they are enrolled must file a declaration of major form with the appropriate department chairperson or the chairperson of the committee which exercises jurisdiction over an interdepartmental major. Undeclared students who wish to designate an academic or professional major which is not offered by the college in which they are enrolled must petition for intercollegiate transfer within the University prior to filing a declaration of major form with the appropriate chairperson. Differential admissions criteria above and beyond the minimum major requirements may be applied to a student when resources of the college to which he seeks admission render it necessary to establish limitations upon enrollments.

Students who have declared a major at the time of their admission to the University are officially enrolled in the college in which their designated major is offered and are referred by the college dean to the chairperson of their designated major for assignment of a faculty advisor. Students who wish to declare an additional major may do so within the policies of the college in which they are officially enrolled. Students who wish to declare an additional major which is offered by the college in which they are enrolled must file a declaration of second major with the appropriate chairperson. Students who wish to declare an additional major which is not offered by the college in which they are enrolled may do so only when regulations of the college offering the desired major permit and upon approval of the dean of the college in which the desired major is offered. A student who wishes to designate a second major which is not offered by the college in which he is enrolled and who wishes to change his enrollment status to the college of his second major must apply for transfer to this college. Students with more than one major will be assigned an academic advisor for each major.

Students who wish to change their majors must file a change of major form with the chairpersons of the majors to which they seek admission. Students desiring to drop a major which is offered by the college in which they are enrolled and to add a major which is offered by another college of the University must apply for intercollegiate transfer. Students enrolled in

major programs of the College of Liberal Arts and the College of Pure and Applied Sciences who wish to pursue a professional program in teacher education which leads to certification as a teacher in the public schools must apply for admission to the College of Education in accordance with established procedures and deadlines.

CHANGE OF ENROLLMENT STATUS (INTERCOLLEGIATE TRANSFER WITHIN THE UNIVERSITY)

Intercollegiate transfer within the University may be authorized only for students with satisfactory academic standing. Students who desire such transfer must file the standard form for declaration of major and change of major with the chairperson of the department to which they seek admission. This form must be filed no later than November 1 for Spring Semester transfer and no later than April 1 for Fall Semester transfer and must be accompanied by a transcript of the student's permanent record card. Final approval of a request for transfer is made by the dean of the college. Differential admissions criteria above and beyond the minimum requirements for admission and retention may be applied to a student applying for intercollegiate transfer within the University when resources of a college to which a student seeks admission render it necessary to establish limitations upon enrollments. Students who wish to apply for an intercollegiate transfer within the University are advised that they may not be able to complete degree requirements within the customary four-year period and that acceptance as transfer students does not guarantee a correction of course deficiencies within the semester designations specified by the official University schedule of classes since projected semester course offerings cannot anticipate requests for intercollegiate transfer.

Upon approval of the academic standards committee of the college to which a student transfers, courses completed at the University, or transferred to the University, which do not satisfy any curriculum requirement of the program to which the student is admitted as an intercollegiate transfer within the University may be deleted from the student's grade-point average. Students who desire to have such courses deleted from their cumulative averages should file a request with the chairperson of the department to which they seek admission. Upon approval of the student's application for intercollegiate transfer by the dean of the college, the academic petition for course deletions is forwarded to the academic standards committee for review and decision. Course deletions which are subsequently authorized are forwarded by the dean to the Office of the Registrar and an appropriate change is made in the student's grade-point average. Since course deletions are not made for reasons of course failure or low course grades but, rather, for reason of their non-applicability to the curricula of the college to which a student transfers, all petitions for course deletions must designate all non-transferrable courses, regardless of grades.

PROGRAMS OF STUDY

All students are required to file with their advisors a copy of their semester course registrations (including notification of course withdrawal) and an accurate account of courses taken, grades received, and changes of contemplated programs of study. Final plans of study must be filed by students with the dean of the college in which they are matriculating no

later than the end of the fourth week of classes of the semester in which they anticipate completion of degree requirements. Prior to filing such programs, students must secure the approval of their advisors and department chairpersons.

EXPIRATION OF DEGREE CREDITS AND MAXIMUM PERIOD OF BACCALAUREATE STUDY

Depending upon the nature of the subject and discipline, courses taken by a student may become obsolete for curricula of the University when they have been completed over a period of time which exceeds the customary period for baccalaureate study. Accordingly, University departments reserve the right to delete courses from a student's program of study when such courses have been determined to be obsolete for the curriculum in which the student is enrolled.

Ten full-time semesters is the maximum period which is permitted for continuous University matriculation unless special permission for additional semester enrollment has been granted by the dean of the college in which a student is enrolled a degree candidate. A student who fails to complete degree requirements within ten full-time semesters may be dropped from the University when instructional resources render it necessary to establish limitations upon enrollments.

COURSE EQUIVALENCY PROCEDURES

Subject to specified policies of academic departments, unusually qualified degree candidates are given the opportunity to demonstrate their special competencies and to receive university credit for such competencies through established course equivalency procedures without having to fulfill classroom or faculty course requirements. The purpose of such procedures is to provide credit for *existing* competencies -- that is, those competencies which a student possesses prior to his application for equivalency credit and prior to his registration for a course. A student may not apply for equivalency credit in a course for which he is currently registered or for which he was previously registered, and hence he is not eligible to petition for equivalency credit in a course which he has audited or failed, or from which he has withdrawn. A student may not take an examination for credit in a course for which any substantial portion has been previously covered in any other college or secondary school course for which the University has granted credit.

Matriculating students of the University may demonstrate their special competencies through subject-matter examinations of the College Level Examination Program and departmental course-equivalency examinations. Credits which are granted through course equivalency procedures are noted on the student's permanent record card. No grades for equivalency examinations are recorded on the permanent record card and such examination credit as may be granted is not computed for determining grade-point averages. Subject to the additional limitations of the college and program in which the student is enrolled, the maximum number of credits which a matriculating student may earn through subject-matter examinations of the College Level Examination Program and departmental course-equivalency examinations is 30 semester hours. Students who have

transferred to the University may not apply for equivalency credit in excess of a number which is determined by subtracting all course equivalency and transfer credits which are accepted by the University from the maximum of 90 hours which is permitted for both transfer and equivalency credit. Nor may transfer students present equivalency credits in fulfillment of the senior residency requirement or in fulfillment of any basic requirement for major studies which is specified as a minimum expectation of the senior residency requirement. University departments reserve the right to refuse the granting of credit by examination for those courses which are presented by a student for his major.

CLEP Examinations

Students who are interested in taking subject examinations of the College Level Examination Program should secure applications from the Office of the Registrar which authorize matriculating students of the University to arrange for administration of CLEP tests. Applications for such authorization must be filed with the Office of the Registrar in sufficient time to permit the completion of examinations and the processing of examination results prior to the end of the semester in which such applications have been filed. Applications to take the approved subject examinations of the College Level Examination Program should be filed with the Office of Continuing Education. CLEP tests are administered at the University during the third week of each month. Course credit through the subject examinations of CLEP will be granted only if students have secured the approval of their faculty advisors and chairpersons of University departments offering CLEP equivalent courses, have taken authorized examinations prior to the end of the semester in which they have filed an application, and have passed authorized examinations with scores which have been specified by the College Entrance Examination Board as being of "C" grade achievement.

Departmental Examinations

Students who are interested in taking departmental examinations may obtain applications for such examinations from the Office of the Registrar at any time during the fall and spring semesters, but they must initiate the application process in sufficient time to permit the completion of examinations and the processing of examination results prior to the final deadline for filing course grades during the semester in which they are examined. Applications for departmental course-equivalency examinations are filed with the appropriate faculty examiner after approval by the student's advisor, his major department chairperson, the chairperson of the department in which the examination is to be administered, and the faculty examiner.

Students may not repeat departmental equivalency examinations and, except for documented medical reasons or personal emergencies, they may not reapply for such examinations in the event that they fail to keep an examination appointment. Examinations must be wholly, or in substantial part, written unless the nature of the course makes more appropriate an oral or performance examination. While examinations in laboratory courses may be written, assurance must be provided that the appropriate laboratory techniques have been mastered. Departments may authorize instructors to

administer end of semester examinations which are scheduled during the final examination period when such examinations are adequate measures of total course requirements. After the student has completed an authorized examination, the faculty examiner must file his recommendation for course credit with the Office of the Registrar by the final deadline for filing semester grades.

CALENDAR DEADLINES FOR CHANGES OF COURSE ENROLLMENT STATUS

The last day for students to add a course, to change sections within a course, and to change enrollment status from audit to credit or from credit to audit and from "pass-no credit" to letter grade or from letter grade to "pass-no credit" is the 10th class day of the semester.

The last day for dropping a course without penalty (with a course notation of "W") is the 40th class day of the semester.

ATTENDANCE POLICY

Although there is no overall University regulation requiring class attendance, each individual college is required to make a determination with respect to attendance in its particular courses and specific learning situations. At the beginning of each course, the instructor shall inform students of any such specific attendance regulations which affect that particular course.

EXAMINATION REGULATIONS

Final examinations are generally expected for undergraduate courses of the University, but an instructor may substitute other types of evaluation when, in his judgment, such substitution appears necessary or desirable and has been specified by his statement of course expectations. Final examinations may not be given at a place or time other than those which have been specified by the Registrar. With the exception of practical examinations for laboratory courses or sections, no examinations (including written and oral examinations, take-home examinations, and music juries) may be scheduled during the last week of classes. Final take-home examinations may be submitted to instructors during the final examination period only. It is the responsibility of the instructor to notify each student concerning the time and place for submitting such examinations. Exceptions to the above regulations may be granted by the appropriate college dean upon the receipt of a recommendation by the chairperson of a concerned department.

INSTRUCTOR COURSE REQUIREMENTS

Prior to the end of the first full week of classes of a semester, each instructor shall distribute a written statement of his course requirements to his students. This statement must include a specification of the number and types of course evaluations to be employed throughout the semester and a definition of course attendance policy. One copy of this statement is deposited with the instructor's department chairperson for information purposes.

Normally, a minimum of three evaluations of student progress (written or oral examinations, written reports, recitations, laboratory techniques and reports, jury or performance evaluations) should be made in each course, at least one evaluation being required during each half semester. Upon the request of a student, an instructor is required to provide a statement of the student's course progress. Prior to the last date for withdrawing from courses, students who are in danger of receiving "D" or "F" grades either shall be so notified by the instructor or shall be in possession of such course evaluations as will permit such students to reasonably infer their course progress and academic jeopardy.

DETERMINATION OF UNDERGRADUATE CLASS STANDING

Irrespective of the provisions of specific curricula and the number of full-time semesters completed by students, the Office of the Registrar determines class standing at the end of each semester on the basis of total credits earned (including physical activities and aerospace studies credits) and in accordance with the following scales:

Freshman standing	0-29 semester credits
Sophomore standing	30-59 semester credits
Junior standing	60-89 semester credits
Senior standing	90 or more semester credits (to graduation)

HONORS

University Honors

The University awards degrees with three levels of distinction at commencement upon those graduating students who have exhibited exceptional scholastic records. To be eligible for honors at graduation, each student must achieve a minimum grade-point average of 3.00 for all courses completed at the University (or through its auspices under regulations which govern authorized off-campus course work) and must have earned a minimum of 60 semester credits at the University (or through its auspices under regulations which govern authorized off-campus course work) as upperclass students. Additionally, the record of each student must qualify him for the percentile distributions cited below as applied by each college to its total number of graduating students.*

Summa Cum Laude	99th through the 98th percentiles
Magna Cum Laude	97th through the 90th percentiles
Cum Laude	89th through the 75th percentiles

* Each college will calculate and publish each fall the distribution of gradepoints achieved by graduates in the three preceding classes. Based upon this distribution, students must have gradepoints at graduation in the cited percentile ranges.

Honors in Major Fields

In addition to honors which are awarded by the University, honors in major fields may be awarded by the colleges in which students are enrolled or (in the case of continuing education students) by the colleges which exercise academic jurisdiction over the programs in which they are enrolled. Recommendations for such honors are made by the faculty of the student's major department (or by interdisciplinary committees which exercise academic jurisdiction over the student's major studies) for outstanding achievement in the major field. In order to qualify for such honors, the student must fulfill the following requirements:

Complete a minimum of 24 credits in the major field at the University of Lowell;

Fulfill any honors requirements as specified by colleges, departments, or interdisciplinary committees in the major field; and

Achieve a grade-point average as specified below.

High Honors	4.00 in all courses which are taken in the major field at the University of Lowell
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Honors	3.50 to 3.99 in all courses which are taken in the major field at the University of Lowell with no course grade in such courses less than "B"
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Recognition of honors in the major field shall be noted on the permanent record cards of students and upon baccalaureate diplomas and shall be recorded as "High Honors in (major specified)," and "Honors in (major specified)."

Semester Honors

At the end of each semester, the University publishes a list of students who have achieved distinguished semester records. This recognizes students who have achieved semester averages of 3.00 or higher for a minimum of 12 qualitatively graded credits with no grade less than "B".



THE UNIVERSITY OF LOWELL

The University of Lowell was established by Chapter 1175, Acts of 1975, General Laws of the Commonwealth of Massachusetts, through a merger of Lowell State College and Lowell Technological Institute. Chapter 1175 directs the University to "provide, without discrimination, educational programs, research, extension, and continuing education services in the liberal arts, engineering and sciences, and in the professions. The University of Lowell shall offer the adult education services of the university extension program ... and shall, with the approval of the board of trustees and the board of higher education, have general authority to award any earned doctoral degrees, particularly in the sciences, the health professions and music."

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